

WARREN COUNTY PARK DISTRICT

Larry Easterly, Park Director – 1267 N. St. Rt 741 Lebanon, OH 45036

www.co.warren.oh.us

parkboard@co.warren.oh.us

The Warren County Park District Request For Proposals (RFP) ARMCO PARK RESTAURANT PROJECT

I. PURPOSE OF REQUEST

The Warren County Park District (“Park District” or “WCPD”) is constructing a new restaurant or concession facility at Armco Park and intends on providing food and beverage to its patrons beginning Spring 2019. The Park District is seeking proposals for either an experienced independent contractor to consult with the Park District on establishing and managing a successful restaurant available to the public on a seasonal basis; or, the Park District will also consider proposals from experienced restaurateurs who would lease the premises for the purposes of providing food and beverage to the public on a seasonal and/or a year-round basis.

Interested proposers may provide a proposal for independent consultant services, or may propose a leasing arrangement to the Park District, and may provide proposals for both methods, upon which the Park District will determine which option is best for the Park District.

This RFP represents a solicitation by WCPD for services at (1) individual park site. This RFP is intended to encourage proposers to clearly show that they are qualified to provide food and beverage service in a consistent and revenue positive manner for one (1) year, with possible one year contract extensions. Each proposer must clearly identify their knowledge of restaurant operations, food safety practices, contract relations and demonstrate financial stability. Requirements and WCPD needs are outlined in this RFP.

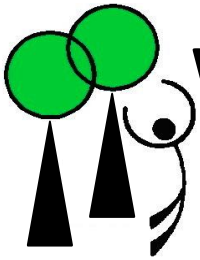
II. RFP SELECTION PROCESS SCHEDULE

The Park District’s proposed schedule for review of the proposals and final selection of the Contractor is as follows:

- October 24, 2018 - RFP Advertised and available
- Date TBD - Site visits available – upon request via email to parkboard@co.warren.oh.us
- November 16, 2018 – Last day for submitting questions
- November 23, 2018 – Proposals due at 1:00 PM.
- Week of December 3, 2018 - Oral interviews
- By December 31, 2018 - Contract awarded

BOARD OF PARK COMMISSIONERS

Fred Bay - Ben Yoder - Jeff Blazey



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PROPOSAL SUBMISSION DEADLINE

Sealed proposals must be received and clearly marked of the exterior of the sealed proposal package “**Warren County Park District 2018 Concessions RFP**” no later than 1:00 PM November 23, 2018 the following address:

Warren County Park District
1267 N. St. Rt. 741
Lebanon, OH 45036

III. GUIDELINES

Please note the following general requirements apply to all submitted proposals:

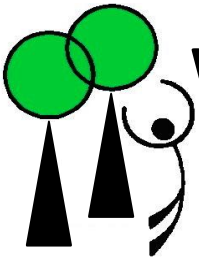
1. Complete, sign and submit all RFP requirements provided by the Park District. To be evaluated, a proposal must completely answer each question in this RFP
2. The proposal must be signed by the person with the authority to legally bind to a contract with the Park District.
3. Provide all references and materials required by the RFP instructions.
4. If clarification is required, submit questions in writing (e-mail will suffice) to the addresses provided herein by 1:00 pm on November 16, 2018. Please allow at least one business day for responses. Questions submitted after November 16, 2018, will not be answered.
5. Provide a sealed package containing three proposals (a marked “Original” and two copies) to Park District at the address provided above before the due date and time. Proposals that are electronically transmitted, incomplete, received after the due date or do not include the completed required forms will not be considered for contract award.
6. Clearly mark the exterior of the sealed proposal package “**Warren County Park District 2018 Armco Park Restaurant RFP**”.
7. All submitted proposals become the property of the Park District.

IV. PROPOSED SITE and INFORMATION:

Site visits available per request, to make a request please e-mail to parkboard@co.warren.oh.us

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A. Park Site: Warren County Armco Park, 1223 N. State Rt. 741, Lebanon, Ohio 45036

Park Description:

Warren County Armco Park is nestled among the rolling hills of Warren County, located less than 4 miles west of the City of Lebanon near the Warren County Airport in Turtlecreek Township - Lebanon, OH. Warren County Armco Park is situated on historic property originally occupied by the Shaker religious community and located between Shaker Run Golf Course and Otterbein Community. The park offers an executive 18-hole golf course, a softball complex, access to a 110-acre lake for fishing and boating, rental pavilion (enclosed with seating accommodations for over 200) tennis, pickleball, basketball and sand volleyball courts, horse shoe pits, corn-hole, Playscape, natural areas, shelters, restrooms, concession stands, picnic tables, grills and hiking/walking trails.

Desired business hours of operations:

Ideally the Park District would like to consider proposals for year-round operations

Space or site available for proposal:

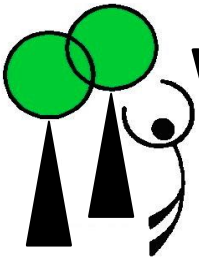
New concession/restaurant two story building, the kitchen is approximately 340 square foot area with a flat top griddle, oven, two deep fryers, cold prep table, and a full ansul system. It has a walk in cooler and a freezer. The second story is approx. 800 square feet and will seat 40 to 50 people. There are chairs and tables on the deck upstairs and at ground level. We host adult softball leagues at night and weekend tournaments. The Warren County Park District has a liquor license for the area, but the proposers will need to whether or not and in what manner alcohol would be sold.

B. All applicants are encouraged to visit the site prior to submitting a proposal. Contracts are awarded annually, and may be renewed up to three years. The successful applicant will be expected to abide by all City / Township / Village Ordinances, Park rules, business licensing and Public Health food service requirements. Except for independent consultants, the successful applicant will also be expected to keep concessions area clean and provide daily clean-up of facility and restrooms. WCPD will award exclusive agreements to concession contractor(s) who demonstrate the ability to provide a healthy, innovative, affordable, and full service menu; provide equipment rentals where the Park District determines is feasible and provide reliable service to park patrons while paying their rent to the Park District per the contract. If proposing consulting services, the proposer must demonstrate experience with successful restaurant planning and management, with proven results in running a healthy, innovating affordable full service menu. Proposers submitting proposals for a leasing arrangement understand and acknowledge that they will be responsible for keeping the premises including restrooms clean and sanitary.

C. Applicants are advised to determine specific Warren County Combined Health District requirements for the proposed concession site(s). It is the responsibility of the bidder to verify that adequate water and electrical service is available to support the equipment they intend to operate at a particular location. Any modifications or improvements to concession areas shall be at the sole expense of the successful applicant and will require advance written approval from the Warren County Park Director.

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D. The Applicant understands and agrees that WCPD will only grant the successful applicant the right to lease and occupy the concessions area of the premises described for the purpose of providing concession services and for no other use(s). A successful applicant's expenditure of capital and /or labor in the course of use and occupancy will not confer any interest or estate in the premises by virtue of said use, occupancy and/or expenditure of money thereon. WCPD will only grant successful applicant(s) ("Contractor(s)") an individual, revocable and non-transferable privilege of use in the premises for the provision of concession services. Further, the successful applicant understands and agrees that it will be a lessee only, and is not an employee of WCPD.

E. The Applicant understands and agrees that if it proposes independent contractor consultancy services and it is the successful applicant then the Contractor expressly agrees that she is an independent contractor and not an employee of the Park District. The Contractor acknowledges and agrees that with respect to any payments made to her hereunder that the a form 1099-MISC will be issued to her, and the Contractor will be solely responsible for her own income tax obligations including but not limited to being subject to self-employment tax, and the payroll department of the Recipient will not: (i) withhold or pay FICA (Social Security & Medicare) or other federal, state, or local income or other taxes or charges for the Contractor; (ii) withhold or make contributions to the Ohio Public Employment Retirement System; (iii) comply with or contribute to state worker's compensation, unemployment or other such governmental funds or programs. The Contractor acknowledges and agrees that Warren County will not provide fringe benefits; including health insurance benefits, life, dental, or vision insurance, paid vacation, or any other employee benefit, for the benefit of the Contractor.

The Contractor shall complete a form W-9 [Request for Taxpayer Identification Number and Certification].

The Contractor shall also complete OPERS form PEDACKN [Independent Contractor Acknowledgment].

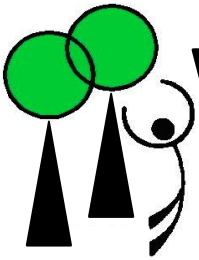
V: REQUIREMENTS AND FEES DUE FROM CONTRACTORS

If you are awarded a contract, the following fees will be due upon issuance of your concession permit:

1. Indemnity And Insurance: Contractor will indemnify and save WCPD harmless against all claims for injury or damage to persons or property arising from the use or occupancy of the said premises by Contractor. Contractor shall obtain and maintain in force for the duration of this agreement, at Contractor's sole expense, general liability insurance with minimum limits of Two Million and 00/100 Dollars (\$2,000,000.00) per person per occurrence and Two Million and 00/100 Dollars (\$2,000,000.00) total per occurrence for death or personal injury, and \$250,000.00 total per occurrence for property damage. Any such policy shall name the Park District and Warren County and their officers, agents and employees as additional insured parties and shall provide that said polic(ies) may not be modified or terminated without at least ten (10) days' notice by certified mail to WCPD. Memorandum copies of all insurance policies, or other suitable proof of insurance, shall be deposited with WCPD.

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VI. PROPOSAL SUBMISSION AND EVALUATION PROCESS

The Park Director will review the qualified proposals and qualifications as submitted in this RFP process. The Director will score the RFP submittals, determine the highest qualified applicants, conduct interviews as necessary, and make a final recommendation to the WCPD Board of Park Commissioners regarding the award. The following criteria will be used to evaluate RFP Submittals:

- A. Demonstrated Experience, positive feedback from provided references – 20 points**
- B. Proposed Price of Consulting Services, or Proposed Price of Lease Agreement – 20 points**
- C. Demonstrated professionalism, and responsiveness – 15 points**
- D. Available hours of operation of restaurant or availability of consulting - 10**
- E. Creativity and quality of proposed menus, menu prices, and services - 20**
- F. Food Safety experience and knowledge - 15**

VII. Proposal

Proposals should be prepared simply, providing straight forward concise descriptions of applicant's capabilities to satisfy the requirements of the request. All proposals must address all of the items described above in Section VI, and must include the following:

A. Legal name of organization, firm, individual of those submitting the RFP.

Include Address of principle place of business; phone numbers; primary person to contact

B. Business experience; how long has this organization been in business; descriptions of businesses, numbers of employees.

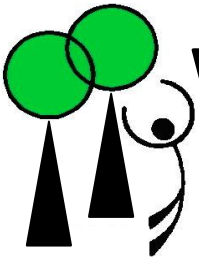
C. Concessions proposal:

a. Proposal must address the following:

- i. Example of menus and services the applicant wishes to provide.
- ii. Example of prices of the above items.
- iii. A full description of applicant's food safety procedures.
- iv. What type, if any, temporary site improvements will the applicant need to make?
- v. Any proposed plan for selling alcohol on premises given that Park District already possesses a valid liquor permit for the entire premises

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D. CLIENT REFERENCES (PROVIDE A MINIMUM OF THREE)

Provide information about three similar clients for whom applicant currently provides off site catering services, restaurant management, or consulting services

E. Proposed Price of Consulting Services, or Proposed Price of Lease Agreement

F. BUSINESS OR FINANCIAL REFERENCES

Provide three financial or business references. These could include financial institutions, suppliers, insurance companies, clients, etc. Do not use the same references for both Client References and Business References.

This notice is posted on the Warren County and Warren County Park District internet site on the world wide web. The Web Sites can be accessed by logging onto the internet and typing in the following address <http://www.co.warren.oh.us/commissioners/bids/index.htm> or <http://www.co.warren.oh.us/parks/general.htm>. To access RFP project information, within the “Park District” home page, click on the “General Information” tab, then view the “Bid Projects” and choose the project you wish to obtain information about. **Please contact the Warren County Park District offices at (513) 695-1109 if you have trouble with this procedure or if you need additional information on accessing RFP project information on our web site or wish to examine a copy of the lease that the successful applicant will be required to execute prior to receiving the right to occupy the premises and commence operation.**

The Board of Park Commissioners of the Warren County Park District reserves the right to accept and or reject all proposals, and to waive any irregularities in any proposals.

By order of the Board of Park Commissioners of the Warren County Park District, Warren County, Ohio.

Victoria M. VanHolle, Office Manager

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